



Wichita Police Department Policy Manual

Approved by: _____

Policy 206 – Employee Assistance

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Maintained by:
Information Services

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206.01 The purpose of this policy is to enumerate the various options available to members of the Department who are in need of some form of employee assistance.

206.02 The following programs/services are available to all City of Wichita employees:

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A. Employee Assistance Program

The City of Wichita's Employee Assistance Program (EAP) is available to help all city employees and their immediate family members regarding emotional and social concerns, family issues, work-related issues, alcohol/drug abuse, and financial or legal concerns.

The current EAP provider is EMPAC. They can be contacted through their website, www.empac-eap.com, or emailed at empac@empac-eap.com. Participation in the EAP is confidential and most services are available at no cost to the employee. More information about the program is available through the City of Wichita Portal, via the Human Resources link, or by visiting Human Resources on the second floor of City Hall.

B. Employees' Emergency Assistance Fund

The City of Wichita sponsors an Employees' Emergency Assistance Fund, which was formerly known as the Friendship Fund. The fund is designed to assist City employees who are faced with financial hardships and the by-laws and application form are accessible through the City of Wichita Portal, via the Human Resources link <http://portal/Human%20Resources/Pages/SharedLeaveandFriendshipFund.aspx>. The forms are also available in Human Resources, on the second floor of City Hall.

C. City of Wichita Voluntary Shared Leave Program

The City of Wichita sponsors a Voluntary Shared Leave Program. The program is designed to assist City employees. Employees may request shared leave for an extreme, catastrophic, or life-threatening medical condition, which causes them to exhaust their available paid leave. The by-laws and application form are accessible through the City of Wichita Portal, via the Human Resources link <http://portal/Human%20Resources/Pages/SharedLeaveandFriendshipFund.aspx>. The forms are also available in Human Resources, on the second floor of City Hall.

206.03 The following programs/services are available to members of the Wichita Police Department only:

A. Critical Incident Stress Management Team (CISMT)

The Wichita Police Department maintains a formal Critical Incident Stress Management Team (CISDT), as described in policy 204. The team serves as a resource to employees who are involved in job-related activities, which could produce stress-related after-effects. The team functions in coordination with the Department's psychological services provider.

C. Chaplain Section

The Wichita Police Department maintains a Chaplain Section, which is described in policy 102. In addition to the myriad duties performed by the Police Chaplains, they are also available for individual counseling with employees.

D. Wichita Police Benefit Fund Association

The Police Benefit Fund is a not-for-profit entity that was established to assist commissioned members of the Wichita Police Department, by paying for a portion of their out-of-pocket health care expenses. The funding request report is posted on the Police Secure Portal Site.